VERMONT CENTER FOR GEOGRAPHIC INFORMATION, INC.
BOARD OF DIRECTORS
Minutes of Meeting 8:35 AM – 10:00 AM on Sept. 17, 2013

Executive Director David Brotzman called the meeting to order at 8:35 a.m. The membership was represented as follows:

Richard Boes (Agency of Administration)	Present
Aaron Worthley (Private Sector – GIS Community)	Present
Peter Fellows (Regional Planning Commissions)	Absent
Thomas Hurd (Agency of Transportation)	Present
VACANT (House of Representatives)	Absent
Sen. Elders French (Vermont Senate)	Present
VACANT (Higher Education)	Absent
Melissa Prindiville (Agency of Commerce & Community Development)	Present
Peter Telep (Agency of Natural Resources)	Present
Bruce Urie (VT Municipalities)	Absent
VACANT (Higher Education)	Absent
Beverly Wemple, (UVM) (Higher Education)	Absent

Executive Director David Brotzman and Outreach Coordinator Leslie Pelch represented the staff.

Auditor's Report
Adam Dubuque from Johnson Lambert Inc. discussed highlights of the auditor's report and answered questions.

Highlights:
- Unmodified Opinion
- No Material Weaknesses
- No Major Issues
- No Proposed Adjustments

NTIA Grant – all is in order, no issues. They recommend that we notify NTIA that audited financials are available.

Financial Highlights:
- Higher direct labor income, less money going to contractors
- Unrestricted net assets were positive in FY 2013 as compared to negative in FY 2012 (due largely to TS Irene)
- Significant decrease in overhead rate

Approval of Minutes
A quorum was not reached, so previous meeting minutes were not approved

Board Composition
David reviewed recent changes to the composition of the board. All of our higher education members have resigned and need to be replaced. Jarlath O'Neil-Dunne of UVM (Director of the Spatial Analysis Lab) has agreed to serve, but has not been approved yet. Leslie Pelch will contact Scott Roper of Castleton College (and Director of the VT Geographic Alliance) to see if he is interested. Senator Kevin Mullin is no longer on the board, and the Senate has appointed Sen. Elders French to replace him.

Financial Report

Balance Sheet – No comments or questions

Income Statement – We are $10,000 in the red, which is to be expected at this time of year (end of summer). David anticipates that it will be difficult to keep revenues high enough this year due to decrease in overhead rate. We do still have a good amount of money in the bank.

Budget – No recommended changes. Income is low compared to budget due to subcontractors underspending. Richard Boes asked whether change in overhead rate affects how we bill against NTIA grant. David responded that the NTIA grant overhead rate does not change until January. At that time it will reflect the lower rate.

Operational Review

- *VTrans* Discontinued their contract with VCGI in August. This was expected and had been discussed. Change is mainly due to VTrans building their own internal capacity over the years.

- *DEMHS, DPS* VCGI continues to provide project design and emergency data support to DEMHS and the Dept. of Public Safety for their operations. Ivan Brown is the designated support individual for VCGI to VEM data and the Public Safety community. David discussed the requested increase in contract value amount with DEMHS. Tom suggested that VCGI should quantify the amount of time spent on agency/department work that is not covered by a contract.

- *Virtual VT* – the Virtual VT application was used in a Northeast regional exercise. The application performed as expected. Virtual USA model is maturing nationally.

- *E911* – VCGI has an SLA with E911 now. An MOU may be necessary in the future to meet data preparation and distribution support needs for E911. Peter indicated that he had heard that E911 was planning to host its own services in the future. David said he would check into this.

- *Ag Dept* – Mike Brouillette is primary liaison, Dejung is supporting. Ag Dept. has a new hire to maintain GIS within the organization. This change is a welcome development and it looks promising for Ag to be more active in geospatial coordination activities.

- *VSJF* – A new MOU was signed by VSJF enabling them to engage VCGI to upgrade the data and data models used in the Sustainable Energy website.

- *SBI* – BroadbandVT.org was recently updated and integrated. The team (Pericle, VTA, DPS, ACCD) is currently preparing for state-wide drive testing. A review of the expenditures of the sub-contractors showed that two sub-contractors were under spending their budget significantly. Those sub-contractors were the Dept. of Public Service and UVM, Center for Rural Studies. VCGI has renegotiated the sub-contract with the UVM, Center for Rural Studies. The Department of Public Service has taken on a new contractor and as a result their sub-contract value will not be changed. Rich Boes asked how much of the NTIA grant actually goes to VCGI (rather than sub-contractors). David estimated $150,000 - $200,000. Rich pointed out that this gives an idea of how much additional grant money we need to find. David pointed out that there is enough money in the bank to make up that amount for another year after the NTIA grant ends.

- Rich Boes asked about upcoming grant possibilities. VCGI had been accidentally dropped from the FirstNet planning Committee but Paco Aumand has put Brotzman back on the attendee list.

Legislative Review

Rich Boes mentioned there has been no legislative change this year, so VCGI should continue business as normal. Brotzman agreed—will work to fill board seats.

Enterprise Geospatial Consortium

- Worked items in the FY14 business plan,
- Created LiDAR workgroup that released LiDAR acquisition plan,
- Working to create a GIS career ladder in the state,
- Created a Data Warehouse Workgroup to re-design and rebuild the State's Geospatial Warehouse,
- Implemented a Web Services Strategy.

Public Records Request
VCGI received a public record request for the broadband data collected as part of the NTIA grant. The staff has been reviewing data files and redacting data elements that are considered by the NTIA and the providers to be proprietary. Tom indicated that we should keep track of how much time is spent on this since it takes away from time spent on state priorities. There was a discussion about billing the person who make the request and the fact that this person has made public record requests of VCGI in the past and has not paid the bill provided. The board indicated that VCGI should create a bill nonetheless in order to record the value of the time spent. The time spent is actually being billed to the NTIA grant.

There was a discussion about whether it is possible to refuse to fulfill a request if the requestor has a pattern of not paying for the time spent fulfilling past requests. David indicated that the AG's office indicated the state would be unlikely to support that position if it were challenged. Rich suggested getting another legal opinion, perhaps from the Governor's Council.

Strategic Planning

David presented draft Business Plan as requested by board. Melissa expressed concern that there was no explicit mention in the narrative about the plan to continue providing support and resources to constituencies outside state government if VCGI moves within DII. Tom agreed that saying this explicitly is also important for legislators. David pointed out that it is included in the budget section, but agreed to add a paragraph to the narrative as well.

David discussed the fact that this business plan will serve as a basis for the report he was asked to present to the legislature relative to our proposed move to DII. That report will be presented to the legislature before Nov. 30, 2013. David plans to send a digital draft out to Board members for review.
Prior to the opening of the Legislature, David will contact the Government Operations Committee to ask that the legislation submitted last year be re-submitted.

Rich Boes asked about status of Human Resources issues that came up last year. David said he had not yet heard back from Kate Duffy, Commissioner of HR, to set up a meeting to discuss issues related to VCGI staff moving directly into new positions within DII (if the legislature passes the legislation). Issues include seniority and classifications of positions. There was some discussion of other people in state government to engage on this issue, but it was concluded that Kate Duffy is best to start with.

Rich and Tom pointed out that it might be worth considering bringing the whole issue of GIS position classifications to the IT Classifications committee (which was recently brought out from the HR Dept. and is now DII's responsibility, and Tom is the chair). They say that once a proposal is made to that committee they can act on it within a month. Since this is something that the EGC was pursuing last year, it might be worth renewing that effort and presenting a plan to this

committee. David is unconvinced that this process would be so short and simple as to not slow down or interfere with the process of moving VCGI into DII.

Aaron asks what will happen if the legislature does not pass the legislation that would move VCGI into DII and then the NTIA grant is completed in the fall of 2014. David and Rich reply that VCGI has enough reserves (money in the bank) to survive for another year. The board then discussed the idea that if that were to happen that VCGI would pursue an increase in appropriation and would engage constituents in an effort to convince legislators that an increase is warranted.

Motion to adjourn (UNK), seconded (UNK). Unanimously passed. Next meeting was tentatively scheduled for December 10, 8:30 - 10:30. Brotzman will send out meeting reminder